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## City of Auburn

### Alcohol Permit Application Overview and Fee Schedule

#### Purpose

The purpose of this packet is to assist the applicant in complying with the requirements for issuance of alcoholic beverage licenses. Please review the alcoholic beverage ordinance in its entirety to familiarize yourself with all the qualifications and requirements contained therein. A copy of the ordinance is included with this alcohol permit packet and the ordinance may also be obtained at no charge from the city's website at [www.cityofauburn-ga.org](http://www.cityofauburn-ga.org).

#### A fully completed application includes the application form and the following attachments

- Employment history for last 5 years of each person in the application
- Proof of general liability and workers' compensation insurance
- Consent agreement for criminal history check conducted by the Auburn P.D. and a background check conducted by GCIC of each person named in the application
- Fingerprints of each person named in the application (**Fingerprinting is handled by the Barrow County Sheriffs Office. Barrow County charges a separate cost for fingerprinting. This cost is set and collected by Barrow County**)
- Payment for the administrative fee of \$300.00 (money order or certified check only)  
Administrative fee. Please note: The \$300.00 administrative fee defrays costs for investigative and administrative services for one owner only (This payment also includes the pourer's permit). **If the business has more than one owner or officer then they must submit a separate payment of \$15.00 for the criminal history and background check (This does not include fingerprinting). An additional \$10.00 must be submitted if a pouring permit is required (The pouring permit will not be required if the additional owners or officers will not be involved in any activities pursuant to code 5.50.320) .**
- A separate payment for the license fees (money order, certified check, or cash only).

Failure to fully complete the application for a license or failure to furnish accurately all the data, information and records required by the application, or failure to accompany the application with the payment of the prescribed fee shall be deemed just cause for denying the application with prejudice.

License fees shall be payable in advance for an entire year beginning January 1 and ending December 31 of the same year. The suspension or revocation of any license granted pursuant to this article shall not entitle the licensee to a return of any portion of the license fee.



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## City of Auburn Alcohol Permit Application Overview

### Application Process

1. Applicant receives and completes the application checklist and submits the checklist with all applicable paperwork and forms.
2. Applicant submits the application checklist, application form, attachments, and payments to:  
City of Auburn  
Attn: City Clerk  
P.O. Box 1059  
Auburn, GA 30011  
P: 770-963-4002 F: 770-513-9255  
Monday – Friday, 8:30 a.m. – 4:30 p.m.
3. The City Clerk and City Planner review and either deny or approve the application
4. The City Clerk publishes a notice of application in the county legal organ, The Barrow News. The notice must be placed once a week for two weeks immediately preceding consideration of the application. Pursuant to code 5.50.680
5. The City Council conducts a public hearing regarding the application after the 2<sup>nd</sup> notice has been run.
6. The City Council either grants or denies the application. (Pursuant to code 5.50.010(A): Alcoholic beverages may only be sold in the city under a license granted by the city council upon the terms and conditions provided in this section.)

**PLEASE NOTE THAT THE INITIAL APPLICATION MAY TAKE 30 DAYS OR MORE, AFTER SUBMISSION, TO BE APPROVED**

**Instructions: Please answer all the questions completely. Return the signed and dated form, all attachments and payment for license fees to:**

**City of Auburn  
PO Box 1059  
Auburn, GA 30011  
P: 770-963-4002 F: 770-513-9255  
Monday – Friday, 8:30 a.m. – 4:30 p.m.**



## City of Auburn Fee Schedule

**Administrative Fee for initial Alcohol Permit Application (Non-refundable)** **\$300.00**

**Alcohol Permits for Consumption on the Premises**

Retail dealers of distilled spirits to be consumed on the premises For first fixed bar only	\$4,000.00	per year
Any additional fixed bar at any previously licensed location for consumption of distilled spirits on the premises	\$500.00	per year
Any movable bar at any previously licensed location for consumption of distilled spirits on the premises	\$100.00	per year
Retail dealers of distilled spirits to be consumed on the premises Sunday Sales	\$500.00	per year
Retail dealers of beer and wine to be consumed on the premises	\$1,000.00	per year
Retail dealers of beer and wine to be consumed on the premises Sunday Sales	\$125.00	per year
Retail dealers of beer to be consumed on the premises	\$500.00	per year
Retail dealers of beer to be consumed on the premises Sunday Sales	\$85.00	per year
Retail dealers of wine to be consumed on the premises	\$500.00	per year
Retail dealers of wine to be consumed on the premises Sunday Sales	\$85.00	per year

**Permits for Alcohol Sold in Original Packaging and Consumed off the Premises**

Retail dealers of beer sold in original packages for consumption off the premises	\$500.00	per year
Retail dealers of wine sold in original packages for consumption off the premises	\$500.00	per year
Retail dealers of beer and wine sold in original packages for consumption off the premises	\$1,000.00	per year
Retail dealers of beer and wine sold in original packages for consumption off the premises- Sunday Sales	\$125.00	per year
Retail dealers of beer and wine sold in original packages for consumption off Premises-24 hour sales	\$412.00	per year
Growler Shop License Fee (does not include beer/wine for consumption off premises)	\$500.00	per year



Rev: 04/2008

P.O. Box 1059, 1369 Fourth Avenue, Auburn, GA 30011

P : 770-963-4002 F : 770-513-9255

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## City of Auburn Alcohol Permit Application Overview and Fee Schedule

### Fee Schedule (continued)

#### **Permits for Wholesalers of Alcohol whose Principal Place of Business is in the City**

Wholesale dealers in beer, whose principal place of business is in the city	\$250.00	per year
Wholesale dealers in wine, whose principal place of business is in the city	\$250.00	per year
Wholesale dealers in beer and wine, whose principal place of business is in the city	\$250.00	per year
Wholesale dealers in distilled spirits whose principal place of business is in the city	\$1,000.00	per year

#### **Permits for Wholesalers of Alcohol whose Principal Place of Business is not in the City**

Wholesale dealers in alcoholic beverages whose principal place of business is not in the city	\$1,000.00	per year
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#### **Alcohol License for Nonprofit Private Clubs and Nonprofit Civic Organizations**

Temporary license for nonprofit civic organizations Maximum five days per year	\$25.00	per day
Nonprofit private club beer to be consumed on the premises	\$100.00	per year
Nonprofit private club beer to be consumed on the premises Sunday sales	\$17.00	per year
Nonprofit private club wine to be consumed on the premises	\$100.00	per year
Nonprofit private club wine to be consumed on the premises Sunday sales	\$17.00	per year
Nonprofit private club beer and wine to be consumed on the premises	\$150.00	per year
Nonprofit private club beer and wine to be consumed on the premises Sunday sales	\$25.00	per year
Nonprofit private club distilled spirits to be consumed on the premises	\$600.00	per year



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## City of Auburn Fee Schedule

### Fee Schedule (continued)

Nonprofit private club distilled spirits to be consumed on the premises Sunday sales	\$100.00	per year
<b><u>Alcohol License for Hotels and Motels</u></b>		
Hotel-motel in-room service	\$100.00	per year
<b><u>Pouring Permits</u></b>		
Individual Pouring permit for servers and bartenders Includes Criminal History & Background check	\$25.00	per year
<b><u>Miscellaneous Fees</u></b>		
Criminal History and Background Check for applications	\$15.00	per person
Temporary Permit for Special Event Sales (does not include vendor booth fee)	\$50.00	per event